

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.10</p> <p style="text-align: center;">Payroll/Sales Tax Report(s) (Ch. 11 only)</p>

IV. File Payroll/Sales Tax Report(s).

Chapter 11 debtors, except individual debtors not engaged in business, are required to file within 15 days after filing the petition, a certified report containing financial information regarding payroll and sales taxes using Local Form "Debtor's Notice of Filing Payroll and Sales Tax Reports." Only the original with certificate of service must be filed.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Miscellaneous** screen will display. Select **Payroll/Sales Tax Report**. Use the drop down list to locate and highlight the selection or click on the "p" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

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NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments. Click **Next**.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

Docket Text: Modify as Appropriate.

Certified Payroll/Sales Tax Report and Certificate of Service

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Certified Payroll/Sales Tax Report and Certificate of Service Filed by Debtor ABC Corp.. (Cradic, Cam)

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STEP 10 Notice of Electronic Filing (frequently referred to as the NEF) - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.